AUXDATA USER GUIDE

Office of the Chief Director (G-OCX)

January, 2003

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INTRODUCTION TO AUXDATA

Browsers

To connect to AUXDATA, members connect to the Internet via their Internet Service Provider in the usual way.

Netscape users should ensure they have the most current version of the browser.

Internet Explorer users should ensure they have Version 4.0 or higher.

In the browser's address line enter http://auxdata.uscg.gov/ press ENTER

Figure 1

INITIAL AUXDATA SCREEN

Users can access two separate databases. One is the Production Database. This is where the "official" data is stored. The other is the Training Database. This is where users can practice making entries to see what will happen without affecting the "official" data stored in the Production Database.

There are two ways to connect to either database

The first line, CGDN+ / SW-III Users, can be used by anyone with Oracle's JIinitiator installed.

The second line, <u>Internet Users</u>, can be used by anyone the Citrix installed.

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OBTAINING JINITIATOR

Log onto the Oracle website at www.oracle.com. Click on the Download button at the top of the page. On the next page, locate the box titled Technologies, Utilities, and Drivers and click on Oracle JInitiator. On the next page, you are required to "sign up" with Oracle. There is no charge for this service. On the next page, under Oracle9iAS Forms Services and Oracle Forms Developer, select JInitiator. You will be required to accept all Export Restrictions and click on Agree at the bottom of the following page. Scroll down on the "Download" page and click on Page Two. About half way down on page 2, locate Version 1.1.7.18 and click on the associated Download. Save the file to your hard drive (its recommended you write down to location or path where your system is saving the file so you can easily locate it later). Log off the Internet. Locate the file jinit 11718.exe and double click on it to start the installation process. When the installation process is complete, reboot the computer.

OBTAINING CITRIX

Below the second line, there are links for obtaining the correct version of Citrix for the various operating systems. Select the appropriate link to download the "Primary ICA Client". On the Citrix download page locate the column labeled Primary ICA Client and click on ICA 32-bit Client. Save the ica32.exe file to the your hard drive.

After downloading the file, log off the Internet. Locate and double click the ica32.exe icon to install the Citrix program. Once the installation is complete, reboot the computer. Connect to the Internet again and click on the desired database and the appropriate line.

LOGON SCREEN

This is the next screen where the UserName & Password are entered.
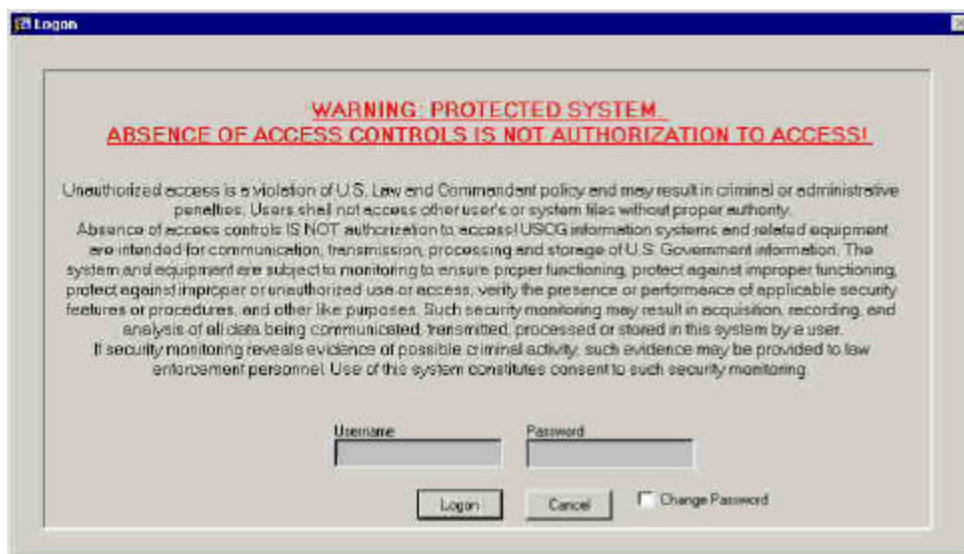

Figure 2

OBTAINING A USERNAME AND PASSWORD

To obtain a UserName and Password, submit your request to the DSO-IS. Initially, UserNames and Passwords were assigned to all elected and appointed staff officers at all levels. All officers, except SO-IS, DSO-IS, DIRAUX users and above, have "Read Only" access.

The UserName is assigned by the system and is the initial of the first name followed by the last name (Able Jones would be ajones). Entries are always made in the lower case. (In some instances with common names, the process is reversed and would be jonesa. It could even be ajones3 for the fourth A. Jones in the Auxiliary.)

The initial Password is the UserName followed by the "under score" and the numeral one (ajones_1), again all in lower case.

CHANGING THE PASSWORD

The first time SO-IS and DSO-IS officers logon, the initial password should be changed to a unique personal one. To do so, after entering the Username and initial Password, click on the "Change Password" window before clicking on the LOGON button.

The Change Password screen will appear. Following the Recommended Password Criteria shown, select and enter your new personal password.

Figure 3

After entering the password twice and clicking on the CHANGE button, if both entries are the same and meet the criteria, this pop-up will appear indicating the new password has been accepted.

Figure 4

Remember the new password. It's recommended you write down the username and password for future reference. The password is not recorded in the system. If you forget it, notify the DSO-IS to reset the system to your initial password.

USING THE QUERY FUNCTION

There is a QUERY function available on many screens. This will allow you to quickly go to a member, a facility, unit, etc., without using the Scrolling Bar. This function can be use on screens where, when clicking on the column heading, the information displayed on the screen is sorted according to the contents in that column. Then the query function will work in those columns.
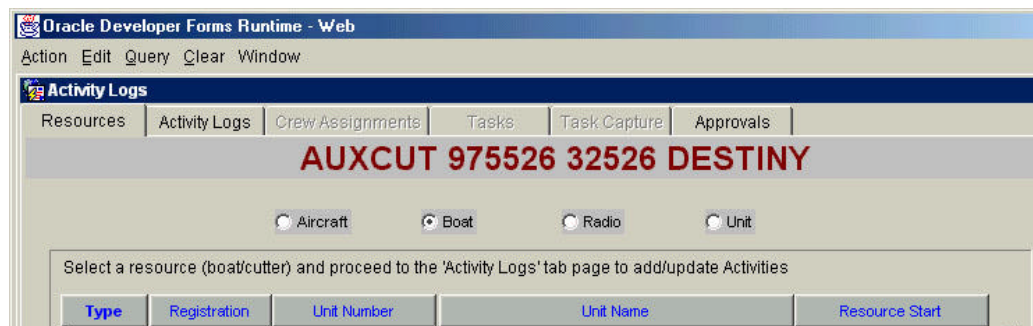

Figure 5

In this example, a query can be performed on the Type, Registration, Unit Number or Unit Name column.

To start, click on QUERY and then click on ENTER in the drop down menu.

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All data contained on that screen will then be blanked out. The cursor will be located in the left most column. To query on some other column, click on it and type in the data to be located. Click on QUERY again and then click on EXECUTE in the drop-down menu. (Users logged on using Citrix may press the function key F8 instead.) The desired item will be displayed.
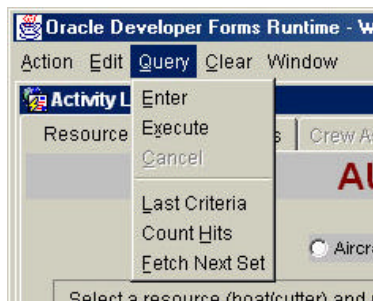
Figure 6

USING THE ORACLE WILD CARD
In using the Query Function, some rules must be followed. One rule is the use of the Oracle wild card, the percent sign (%). When searching for a name such as "Able Smith," entering "SMITH, %", will return all Smiths. Entering "SMITH, A%" will return all Smiths whose first name begins with an "A." When searching for a facility when only the last three numbers (123) are known, entering "%123%" will return all facilities that have "123" within their registration number. Proper use of the query requires some practice. Use the Training Database to see how it works

If for some reason, the query is unable to find a match, the Query Function must be cancelled before any other operation is permitted. Click on QUERY and then click on CANCEL in the drop-down menu.

Figure 7

AUXDATA Curriculum
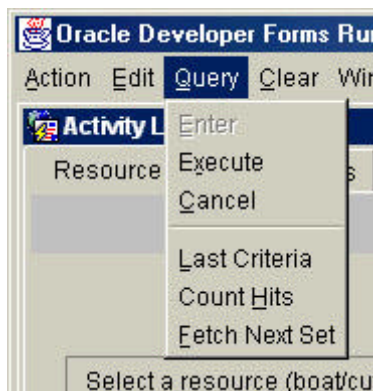
AUXDATA MAIN MENU
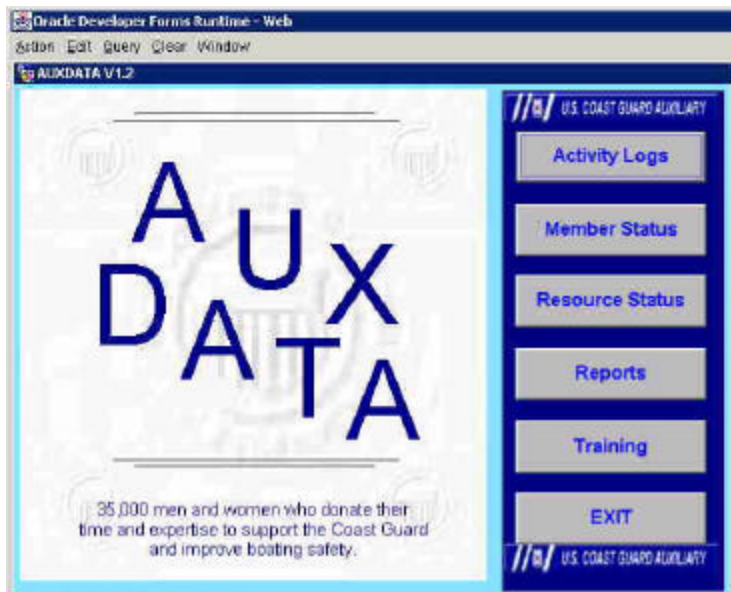
Figure 8

Once logged on, this is the first AUXDATA screen. By clicking on the appropriate button, one goes to:

ACTIVITY LOG module where all activities are entered,

MEMBER STATUS module where changes in the member's record (name, address, phone numbers, etc.) are entered,

RESOURCE STATUS module where changes in elected and appointed officers are entered,

 REPORTS module where a variety of reports can be generated, or

TRAINING module where special reports related to training can be generated.

ACTIVITY LOG MODULE

Figure 9

Resource Screen

To enter an activity, the first step is to select the resource that was used to perform the activity. Selecting the Aircraft, Boat, or Radio resource is done by clicking the desired button. The Unit resource, shown above, is the default resource.

Activity Logs Screen

All entries for Activity, Status, Sub-Activity, Mission and Sub-Mission are entered on this screen.

Figure 10

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To aid in entering activities, various buttons are available.

LIST OF VALUES – When the cursor is in any particular column, clicking this button will initiate a pop-up menu to display the choices for that particular column entry. (When logged on with JInitiaror, pressing CTRL & L together provides the same pop-up menu.) To select an item, either click on item and then OK or double click on the item to select it.

COPY ACTIVITY – Highlight a previous entry and clicking on this button will cause that entry to be repeated (without the Date/Time) as a new entry. No information from the previous entry will be repeated in the Activity Log Details Screen or Crew Assignment Screen.

COPY w/CREW **-** Performs the same function as above, except information inserted in the Crew Assignment Screen will be repeated.

CREATE ACTIVITY **-** Creates a blank activity.

DELETE ACTIVITY **-** Deletes a highlighted activity. A pop-up screen will ask for the action to be confirmed.

SAVE **-** Saves the entry and allows you to proceed to the Activity Log Details screen.

START DATE LOCAL – Arranges the display of activities in the order of their mission date.

DATE CREATED – Arranges the display of activities in order of their entry date.

Activity Log Details Screen

Details of the mission are entered in the windows provided. The available windows vary with the resource used and the activity being performed.

Figure 11

Crew Assignment Screen

Figure 12

All members serving during the activity are entered on this screen. Initially, when the screen is opened, all members in the division or district are displayed depending on the access level (SO-IS or DSO-IS).

To aid in entering the crew, various buttons are available.

FILTER –
A pop-up menu will allow users to type in partial words or numbers in any of the spaces for Member #, Member Name or Unit Number and the system will parse the crew members being displayed. The Oracle "wild card" (%) is not needed in these fields and the system will still return matches.

YOUR UNIT AND ITS SUBORDANT UNIT –
Clicking on this button will return the members listed to that of the access level used (for SO-IS – all members in the division, for DOS-IS – all members in the district).

SELECT FLOTILLA –
Clicking on this button will allow any flotilla in the Auxiliary to be selected to display the members in that flotilla. The name of the flotilla must be known. A pop-up menu will display the names of all flotillas. Type in the flotilla name before the Oracle wildcard % and click on Find button.

SEARCH FOR PERSON -
Entering a last name, or partial last name of
the member desired from the displayed list in the window provided, and clicking on this button will move the cursor to the desired member. (Caution – entering "THO" when desiring to highlight a Thomas, will highlight the first person on the list with the letters "THO' in that order at any place in the last name.)

ASSIGN CREW POSITIONS –
Once all members of the crew have been highlighted (in blue), clicking on the single ">" will move all selected to the right. Once the crewmembers are moved to the right side of the screen, each position (Lead, Non Lead, Trainee) must be selected for each crewmember by clicking the down arrow next to the name and clicking on the desired position. (If the position is not selected, the member(s) will not receive proper credit for the activity.)

Tasks Screen

Figure 13

It is on this screen where tasks accomplished by crewmembers on the activity are selected. For Boat activities, the various Boat Crew Currency Maintenance tasks are available for selection. For Unit activities, all workshops listed on the ANSC 7039 for are listed. After the desired task(s) are clicked on and highlighted, they can be assigned.

TASK CAPTURE SCREEN

Figure 14

It is on this screen where members of the "crew" are credited with completing the selected task(s).

The top window lists the task(s) selected in the previous screen and requires the following entries.

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Instructor-
Enter the name of the Instructor in the space provided. If more than one task is shown, clicking on the POPULATE INSTR button will repeat the name in all spaces.
Duration in hours-
For Boat Crew tasks leave the Duration in Hours field
empty. For Workshops, enter the time spent on the workshop.
Date Completed-
The date of the mission is pre-entered in this space.

Assigning the Tasks to the Participants
When assigning Boat Crew Currency Maintenance Tasks, caution must be exercised to ensure the proper task is assigned to the correct member of the crew. The Coxswain is assigned one set of tasks and the Crew are assigned another set. Members must be assigned to each of the listed tasks. For assigning Workshops, all members are assigned its completion.

Click on the first task to highlight in blue. Then click on each member who completed that task to highlight each in blue. Then click on the single arrow to move all selected member to the left side of the screen. Then click Save.

The above is repeated until all tasks have been assigned.

Approval Screen

Figure 15

Use caution when entering approvals. Once a task is approved, it will be visible on the Activity Logs screen for the next 30 days and only visible on the Approval screen for the next six months, using the 2, 4, and 6 Month Look-back buttons. Changes can only be made to Un-approved activities.   When changes are required to activities no longer listed on the Approval screen, a request to un-approve the specific activity must be sent via the Parallel Staffing chain to CG Headquarters

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MEMBER STATUS MODULE
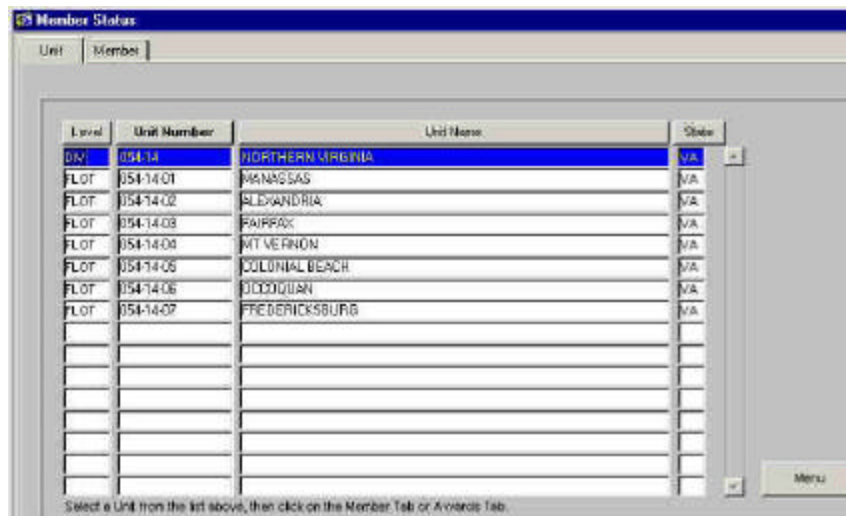
Figure 16

      Selecting a Unit's Members

When the Member Status button is clicked, the first screen displays all units available to the individual access level. For SO-IS it is the division and all flotillas in the division. Clicking on one of the units listed and then clicking on the Member Tabs will bring up a screen showing all members in that unit.
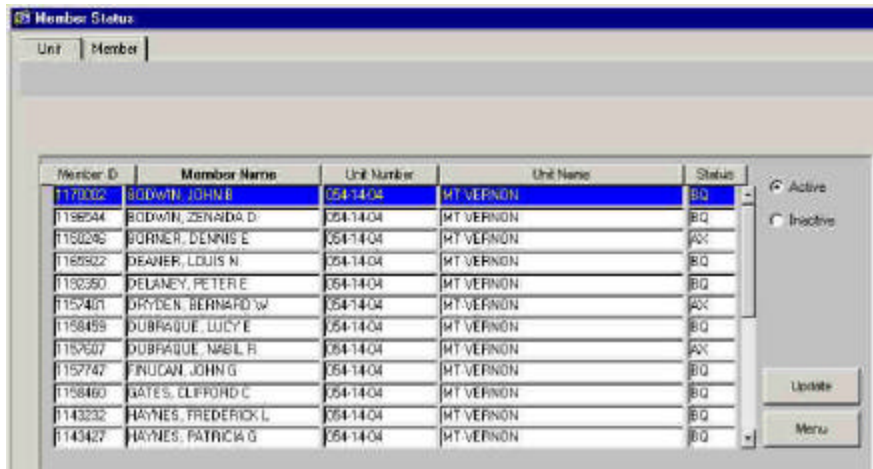
Figure 17

      Selecting a Member

From this second screen, select the member whose data is to be updated. Use the Query Function or scroll down to the desired member.

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Member Status

To the right of the screen there are two radio buttons, Active and Inactive, with Active the default selection. Clicking on the Inactive button will bring up all members in the selected unit who are Retired or otherwise in the inactive section.

Updating a Member

Figure 18

After selecting the member, clicking on the Update button will bring up the third screen. Every entry on this screen can be changed except for Member ID, Enrollment date, Unit Number, Unit Name, Current Status, Current Status Date. To change any of the other items, press the tab key to move to the item and type in the correct value.

Deleting a Phone Number

Deleting a phone number requires a special procedure. Click on the number to be deleted highlighting it. Then, click on CLEAR at the top of the screen. On the drop-down menu, click on RECORD

RESOURCE STATUS MODULE
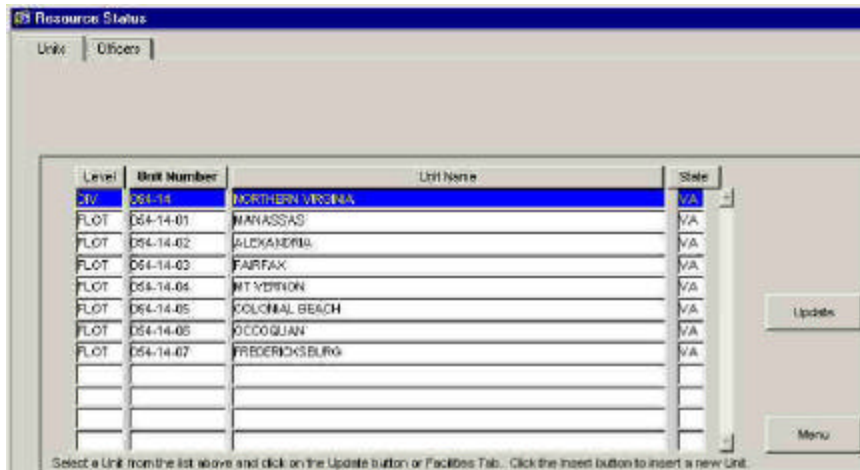
Figure 19

     Selecting Unit Offices

When the Resource Status button is clicked, the first screen displays all units available to the individual access level. For SO-IS it is the division and all flotillas in the division.

Clicking on one of the units listed and then clicking on the Officers Tabs will bring up a screen showing all elected and staff officers in that unit.

Figure 20

                                                          AUXDATA Curriculum
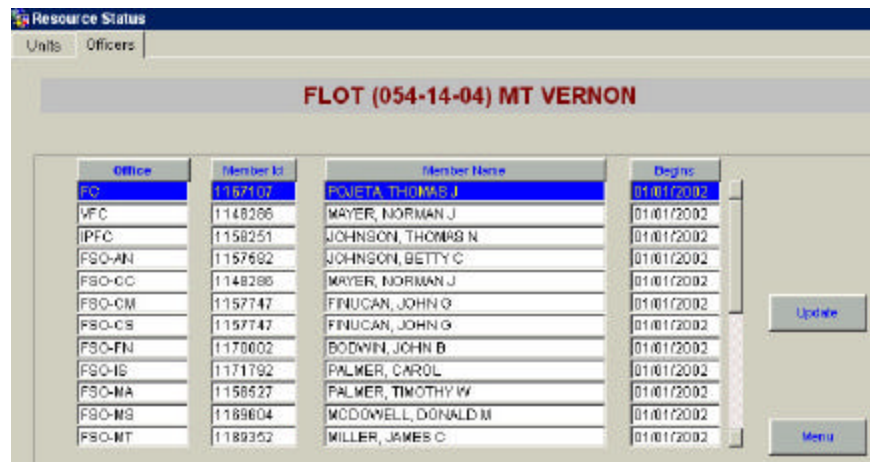
Selecting a Unit Officer

From this second screen click in the office being replaced to highlight it.

Then click on the Update button. This brings up the screen showing the member being replaced and where the replacement member is entered.

Figure 21

Updating an Office

On this third screen click on the List of Values button and a list of all members in the selected unit is shown. Enter the member number of the incoming new officer, click Find and then click OK. Enter the New Begin Date and click the Save button.

Vacant Office

If the office is being vacated with no replacement, enter the number **1193028** to place "Vacant Office" in the Member Name column.

Continuing in an Office

If a member continues in the same office, there is no need to update the Begin Date

REPORTS MODULE

Selecting a Report

When the Reports button is clicked, the Reports Menu is shown. Select the desired report

Figure 22

Report Parameters

Figure 23

Clicking on the button for any report, the Report Parameters screen is shown. In the case of the Unit Summary Data report, the parameters are the Start Date and End Date, the option to run the report as a Single Unit Report, or as All Units and Sub Units run individually. (This option is only available to those logged on with JInitiator.)

The default for the Start Date is 1 January of the current year. The default for the End Date is the current date. Either of the dates can be changed by using the Calendar feature, which is available when either of the date buttons are clicked.

There is also a window to select the unit for which the report is to be run. For SO-IS, the selection includes the division and all flotillas.
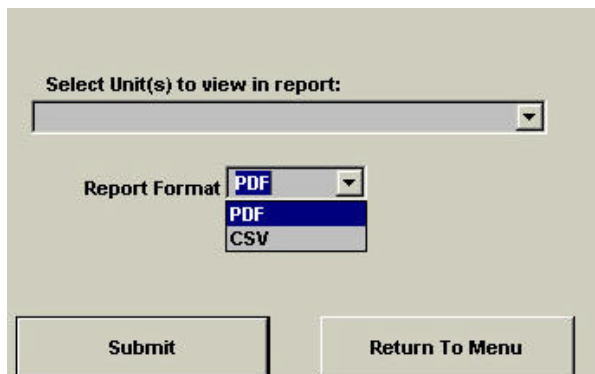
Figure 24

The Report Parameter screen is similar for all of the reports in the Report module. In the case of the Email Directory Report Parameter screen, no dates are selected but there is a option to run the report in either a PDF or CSV (comma separate value) format. (Citrix users must first generate the report in the PDF format. To obtain the CSV format, click on File, Generate to File, Delimited, and select the comma sign.) This latter format can be opened with Excel.

        Printing & Saving a Report
Printing and saving a report varies with the method used to log on.
JInitiator users can print reports in the PDF format directly by clicking on Action (at the top left of the screen) and click on Print on the drop-down menu. To save the PDF format to a disk, JInitiator users must email it to themselves. (The Internet Explorer browser is required for this feature.) To do this, click on Action, then click on File at the top left screen. On the drop-down menu, select Send then choose Page by E-mail. When generating the CSV format. A pop-up screen has the option for saving the file to a disk or opening it on the screen. The former is recommended.

Figure 25

Citrix users cannot normally print reports directly, nor can they generate a CSV format report directly. To do either, after the report has been generated in the PDF format, click on File at the top left of the screen. On the drop-down menu, select Generate to File then choose PDF (to save the file in a PDF format), or Delimited (to save the file in a CSV format). Some Citrix users are able to print the PDF file directly by clicking on Print on the drop-down menu. Other Citrix users could have another unit's report printed instead of their own.

TRAINING MODULE

Figure 26

Selecting a Report

When clicking on the Training button, the Training Management Tool screen is displayed. The only selection available is the Report button. Clicking on the Report button, the report screen is displayed.
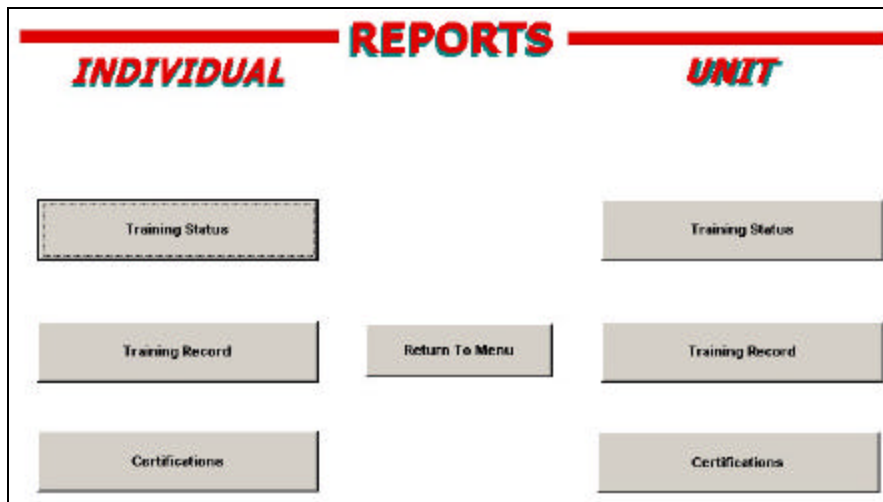
Figure 27

The three reports, Training Status, Training Report, and Certifications, can be run for a single member or for a Unit.

Training Status Report

Figure 28

The Training Status Report lists all competencies assigned to the member plus any tasks that are required to maintain currency. The tasks are color coded to indicate the status of currency. Green indicates the required tasks for current years have been completed.

Black indicated the member is current but the tasks required for the current year have yet to be completed.

Figure 29

To select a member, two options are available. Clicking on the <u>Search by Emp ID</u> or <u>Search by Name</u>, will bring a pop-up screen where the EMPLID or name can be entered

Figure 30

AUXDATA Curriculum
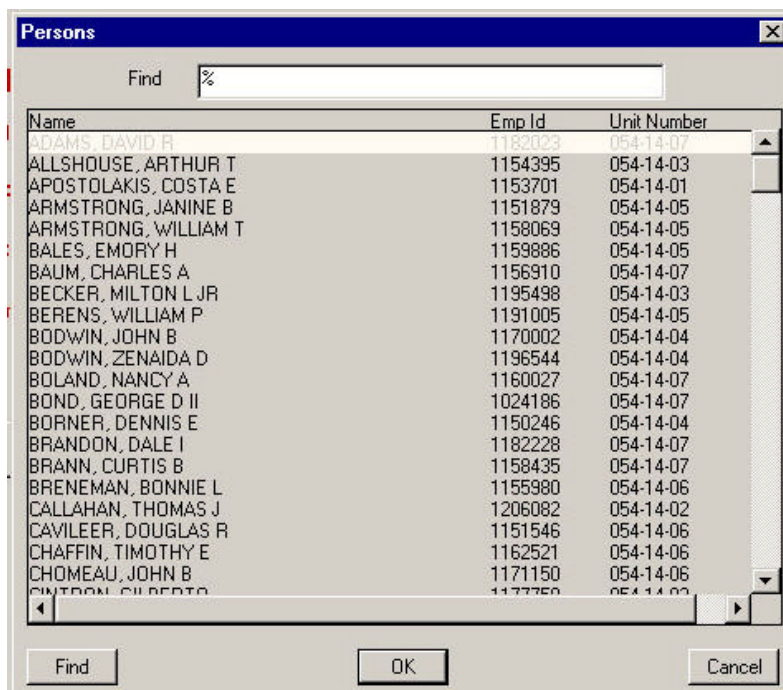
Training Record Report

The Training Record report lists all training completed after the date indicated. The Calendar function is available to set the Begin Date. This can be set back to the member's enrollment date to provide a complete record of training history.

Task	Instructor	Duration (hrs)	Completion Dat	Remarks
ADMINISTRATIVE PROCEDURES (AUXAPC) COURSE			01 JAN 1982	
PATROLS SPECIALTY (AUXPAT) COURSE			01 JAN 1982	
VESSEL EXAMINER COURSE			01 JUL 1982	
ADMINISTRATIVE SPECIALTY (AUXMIN) COURSE			01 JAN 1983	
COMMUNICATIONS SPECIALTY (AUXCOM) COURSE			01 JAN 1983	
NAVIGATION SPECIALTY (AUXNAV-A) EXAM			01 JAN 1983	
NAVIGATION SPECIALTY (AUXNAV-B) EXAM			01 JAN 1983	
SEAMANSHIP SPECIALTY (AUXSEA) COURSE			01 JAN 1983	
SEARCH AND RESCUE SPECIALTY (AUXSAR) COURSE			01 JAN 1983	
WEATHER SPECIALTY (AUXWEA) COURSE			01 JAN 1983	
AUX LEADERSHIP (AUXLEA) COURSE			01 JAN 1985	
INSTRUCTOR QUALIFICATION COURSE			01 APR 1994	
INSTRUCTOR WORKSHOP		2	15 MAR 1997	
VE / MDV WORKSHOP		2	17 MAR 1997	
OPERATIONS WORKSHOP		2	17 APR 1997	
TEAM COORDINATION TRAINING WORKSHOP		2	19 FEB 1998	
VE / MDV WORKSHOP		1	04 APR 1998	
OPERATIONS WORKSHOP		2	16 APR 1998	
SEXUAL HARASSMENT AWARENESS WORKSHOP		1	20 AUG 1998	
OPERATIONS WORKSHOP		2	20 FEB 1999	
OPERATIONS WORKSHOP		1	20 FEB 1999	
NAVIGATION RULES EXAM			01 APR 2000	
OPERATIONS WORKSHOP		3	01 APR 2000	
(BCM) QE APPROVAL			07 JUL 2000	

Figure 31

The Certifications report indicates all competencies held by the member selected. Competencies are shown in Green if the member is certified. Red shows those competencies for which the member is no longer certified.   Black shows those competencies that were completed in the previous year.

Individual Certifications

UNITED STATES COAST GUARD AUXILIARY

054-14-03 FAIRFAX

1154395   ALLSHOUSE, ARTHUR T

Competency	Date Qualified	Status	Last Updated
ADMINISTRATIVE PROCEDURES (APC)	01 JAN 1995	Qualified	01 JAN 1995
BOAT CREW COXSWAIN	25 OCT 2002	Qualified	11 NOV 2002

Figure 32

ENTERING BOAT RESOURCE ACTIVITIES

Logon to AUXDATA

Activity Logs button
The Activity logs screen defaults to Unit activities,
Click the **BOAT Resource** radio button

Figure 33

Select the Boat facility that performed the activity. Use the Query Function or scroll down to the correct boat.
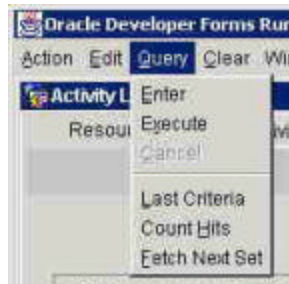
Figure 34
Click once on the facility involved.
Verify the facility name and registration # for accuracy.

Activity Log Tab
The following category headings are shown –
Activities, Status, Sub-activities, Mission, Sub-mission, Operation, OPCON, Remarks

Figure 35

Enter Start time of mission in Day, Time, Month, and Year format (12 1300 NOV 2002)

Press Enter or Tab (cursor moves to Activity)

Click on <u>List of Values</u> (JInitiator users may hold Ctrl & L key at same time.)

Select correct Activity. Choices are:
 U/W (Underway), IP (In Port), TRAILER (Trailering) and EOM (End of Mission)
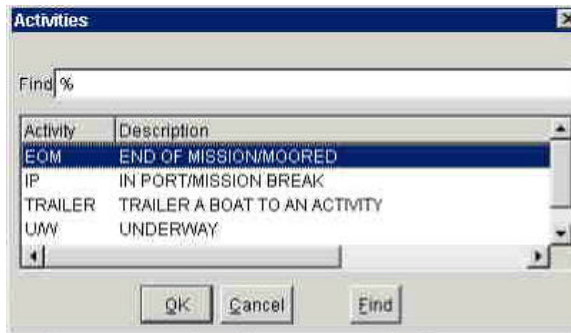
Figure 36

Press Enter or Tab (cursor moves to Status field.

Click on <u>List of Values</u>. (JInitiator users may hold Ctrl & L key at same time.)

Select correct Status. Choices are:
A- Alpha status (U/W) (Available for all entries except IP and EOM)
Bx– Bravo status (B0-B24) (Available for IP entries only)
EOM- End of Mission

Press Enter or Tab (cursor moves to Sub-Activity field)

Click on List of Values.

Figure 37

AUXDATA Curriculum
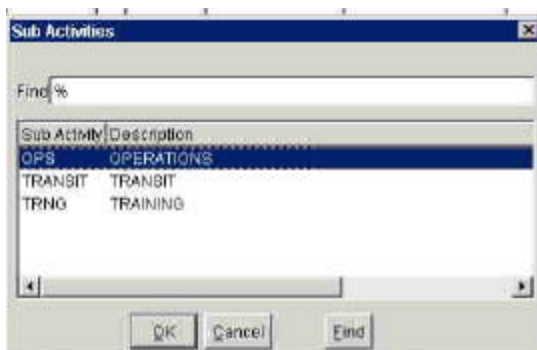
Select correct Sub-Activity. Choices are:
OPS (Operations) and TRANSIT (Transit) for U/W Activity,
STBY (Standby) for IP Activity,
TRNG (Training) for U/W or IP Activities
Press Enter or Tab (cursor moves to Missions field)

Click on List of Values.

Figure 38

Select the correct Mission from the following choices:
AUXMP (Auxiliary Marine Patrol), ELT (Enforcement of Laws/Treaties), GOVSUP
(Government Agency Support), MEP (Marine Environmental Protection), Marine Safety, and
SAR (Search & Rescue)

Press Enter or Tab (cursor moves to Sub-Mission field)

Mission/Sub-Mission Selections
The number listed in the Mission space on the ANSC 7030 form identifies the correct Sub-
Mission.

AUXMP (Auxiliary Marine Patrols 01A, 02, 03, 22A, 54A, 55A) -
U/W / A / OPS / AUXMP / SAFETY (Safety Patrol-01A)
U/W / A / OPS / AUXMP / REGATTA (Regatta Patrol-02)
U/W / A / OPS / AUXMP / CHART (ATON/Chart Update Patrol-03)
U/W / A / OPS / AUXMP / TRN (Training Mission-22A)
U/W / A / OPS / AUXMP / LOG (Logistics Mission-54A)
U/W / A / OPS / AUXMP / AFAM (Area Familiarization- 55A)

ELT (Enforcement of Laws and Treaties 27) -
U/W / A / OPS / ELT / ELT (Enforcement of Laws & Treaties-27)
GOVSUP (Government Agency Support 41, 42, 43) -
U/W / A / OPS / GOVSUP / FEDERAL (To Other Federal Agencies-41)

U/W / A / OPS / GOVSUP / STATE (To State Agencies-42)
U/W / A / OPS / GOVSUP / LOCAL (To Local Agencies-43)

MEP (Marine Environmental Protection 28) -
U/W / A / OPS / MEP / ABANDBARGE (ID/Location Abandoned Barges/Vessels-**28D**)
U/W / A / OPS / MEP / DEBRIS (Assist Nat'l Debris Monitoring Support Program-**28F**)
U/W / A / OPS / MEP / POLLUTIONRSP (Initial Pollution Response-**28G**)

U/W / A / OPS / MEP / POLDETECTION (Waterway Pollution Detection/Monitor **28H**)
U/W / A / OPS /MEP / WASTW (Waste Reception Facility Monitoring Mission – **28L**)
U/W / A / OPS / MEP / MARINA (Assist Agencies in Clean Marina Visits-**28M**)
U/W / A /OPS / MEP / ANS (ANS Mitigation Operation Support – **28R**)

MS (Marine Safety- 70) -
U/W / A /OPS / MS / HARPAT (Harbor/Anchorage Patrols-**70A**)
U/W / A /OPS / MS / SAFESEC (Safety/Security Patrols-**70B**)
U/W / A /OPS / MS / VSLVERIFVIST (Vessel Verification (HARPAT)-**70D**)
U/W / A /OPS / MS / DISASTER (Disaster Response Support-**70E**)
U/W / A /OPS / MS / WWMGMT (Waterways Management Support-**70F**)
U/W / A /OPS / MS / EPIRB (Conduct/Assist EPIRB Testing-**70M**)
U/W / A /OPS / MS / EPIRBRV (Conduct/Assist EPIRB Registration Verification-**70N**)
U/W / A /OPS / MS / PSA (Assist in Port Safety Activities-**70S**)

SAR (Search & Rescue 23, 24, 25) -
IP / Bx / STBY / SAR / STANDBY (SAR Standby **23A=B0, 23B=B1, 23C=B2,**
23D=B6, 23E=B12, 23F=B24)
U/W / A / OPS / SAR / OPS (SAR Mission **24**)
U/W / A / OPS / SAR / CALL OUT (SAR Call Out **25**)

TRAILER / A / TRANSIT / (The Mission and Sub Mission will be that for which the facility is trailered.)

EOM / C / EOM / (There is no Mission or Sub Mission for an End of Mission.)

OPERATION field
LEWCLA (Lewis & Clark) is the only selection under Operations at this time and is ONLY used if the mission is associated with the preparation for, or involvement with, the Lewis & Clark reenactment during the years of 2002-2006.

OPCON field automatically defaults to your District's identifying code & will skip this.
 .
REMARKS – This field is available for optional further description

Click SAVE

End of Mission (EOM) screen appears and prompts you to end the mission.

Figure 39

Enter EOM Date Time and click OK

Activity Log Details tab

Figure 40

Type the location of the mission

Press Enter or Tab (cursor moves to Assist)

Type in Number of assists, if any

Press Enter or Tab (cursor moves to Patrol Status)

Click on arrow to right of box to select status or
Type letter
R - Reimbursable,
N - non-reimbursable

Press Enter or Tab (cursor moves to Waters)

Click on arrow to right of box to select status or
Type letter
N for Navigable,
S for Sole State, or
P for Private

Click SAVE

Crew Assignments tab

Figure 40

Locate the member participating in the mission by scrolling or using the FILTER or SELECT
MEMVER functions available. Click once on each participating member in the left column to
highlight for selection (Members can be sorted by clicking on the Tab above the ID numbers or
Names)

Click ">" to move members to the right column and assign them to the mission (Do not click on
the double" >>")

Click on arrow to right of box of assigned member to select position (Lead, Non-Lead or
Trainee)

Click SAVE

AUXDATA Curriculum

Task tab

Figure 41

To assign boat crew program annual task completions
A Currency Maintenance form will be attached to the ANSC 7030 to indicate which member has completed which tasks.

Annual Boat Crew Program Tasks entry

Coswain Currency Maintenance select -
TOWALONG – BCM Side Tow Evolution-Direct/Assist, and
STERNTOW - BCM Stern Tow Evolution-Direct/Assist, and
PUWCHK – COX Complete a Pre-Underway Check-Off, and
WATRESC – COX Rescue a Person form the Water.

Crew Currency Maintenance select -
PUWCHKAST - BCM Assist Pre-Underway Check-Off, and
MANOVERB - BCM Man Overboard Evolution as Recovery/Pickup, and
TOWALONG – BCM Side Tow Evolution-Direct/Assist, and
STERNTOW- BCM Stern Tow Evolution-Direct/Assist.

PWC Operator Currency Maintenance years 1-4 select -
DIS/REMOUNT - PWC Dismount & Remount PWC in Deep Water, and
PUWCHKPWC - PWC Complete a Pre-Underway Check-Off, and
PUCONPERS - PWC Pick Up Conscious Person & Transport to Shore, and
PWCSRNTOW - PWC Take Another PWC in Stern Tow.

PWC Operator Currency Maintenance for year 5,
The following 2 tasks are added to those above, select -
BUOYSLALOM - PWC Maneuver Through Buoyed Slalom Course, and

PFDSWIM - PWC PFD Swim

TASK CAPTURE tab

Figure 42

Enter Instructor & Duration for first Task
While the first Task is highlighted click the Populate Buttons to add Instructor & Duration to all tasks.

  a) Highlight the Task to "capture"

Highlight the members to receive credit for that Task. Click ">" to move selected members to the left.

  b) Click SAVE

Repeat steps "a" through "c" above for each Task

Approvals tab

Figure 43

Click on each unapproved activity to highlight

Click the Up button located at center of screen

Use caution when entering approvals.
Once a task is approved, it will be visible on the Activity Logs screen for the next 30 days and only visible on the Approval screen for the next six months, using the 2, 4, and 6 Month Look-back buttons. Changes can only be made to Un-approved activities. When changes are required to activities no longer listed on the Approval screen, a request to un-approve the specific activity must be sent via the Parallel Staffing chain to CG Headquarters
Mission completed

AUXDATA Curriculum

ENTERING ACTIVITIES OF A RADIO RESOURCE

Logon to AUXDATA

Activity Logs button

The Activity logs screen defaults to Unit activities

Select **RADIO Resource** by clicking on the RADIO button

Figure 43

Select appropriate Radio facility from the listing. Use the QUERY Function or scroll down as required. Click once on the facility involved.

Figure 44

Verify the facility name and registration # for accuracy.

Activity Log tab

Figure 45

Shows the following category fields -
Activities, Status, Sub-activities, Mission, Sub-mission, Operation, OPCON, Remarks

Enter Start time of Patrol in Day, Time, Month, Year format (12 1300 NOV 2002)

Press Enter or Tab (cursor moves to Activity)

Click on List of Values (JInitiator users may press Ctrl & L key at same time.)

Select correct Activities. Choices are:
TRANS (On Watch) and EOM (End of Mission)

Figure 46

Press Enter or Tab (cursor moves to Status field)

Select correct Status. Choices are:
A - Alpha status (for TRANS activity)
C – Charlie status (for EOM activity)

Press Enter or Tab (cursor moves to Sub-Activity field)

Click on List of Values. (JInitiator users may press Ctrl & L key at same time)

Select correct Sub-Activity. Choices are:
RADOP (On Watch) for TRANS activity
EOM for EOM activity

Press Enter or Tab (cursor moves to Mission)

Click on List of Values. (JInitiator user may press Ctrl & L key at same time.)

Figure 47

AUXDATA Curriculum

Select correct Mission. Choices are:
AUXMP (Auxiliary Marine Patrol), ELT (Enforcement of Laws & Treaties), CGOPS (Coast Guard Operations), GOVSUP (Government Agency Support), MEP (Marine Environmental Protection), MS (Marine Safety), RN (Auxiliary Radio Net) and SAR (Search & Rescue)

Press Enter or Tab (cursor moves to Sub-Mission)

Mission/Sub-Mission Selections
The number listed in the Mission space on the ANSC 7030 form identifies the correct Sub-Mission.

AUXMP (Auxiliary Marine Patrol 20A)
TRANS / A / RADOP / AUXMP / RADIO (**20A**)

CGOPS (Coast Guard Operations 22A, 54B, 55B)
TRANS / A / RADOP / CGOPS /TRN (**22A**)
TRANS / A / RADOP / CGOPS /LOG (**54B**)
TRANS / A / RADOP / CGOPS /AFAM (**55B**)

ELT (Enforcement of Laws & Treaties 27)
TRANS / A / RADOP / ELT / ELT (**27**)

GOVSUP (Government Support 41, 42, 43)
TRANS / A / RADOP / GOVSUP / FEDERAL (**41**)
TRANS / A / RADOP / GOVSUP / LOCAL (**42**)
TRANS / A / RADOP / GOVSUP / STATE (**43**)

MEP (Marine Environmental Protection 28)
TRANS / A / RADOP / MEP / ABANDBARGE (ID/Location Abandoned Barges/Vessels-**28D**)
TRANS / A / RADOP / MEP / DEBRIS (Assist Nat'l Debris Monitoring Support Program-**28F**)
TRANS / A / RADOP / MEP / POLLUTIONRSP (Initial Pollution Response-**28G**)
TRANS / A / RAOP / MEP / POLDETECTION (Waterway Pollution Detection/Monitor **28H**)
TRANS / A / RADOP /MEP / WASTW (Waste Reception Facility Monitoring Mission **28L**)
TRANS / A / RADOP / MEP / ANS (ANS Mitigation Operation Support – **28R**)

MS (Marine Safety 70)
TRANS / A / RADOP / MS / DISASTER (Disaster Response Support-**70E**)
TRANS / A / RADOP / MS / WWMGMT (Waterways Management Support-**70F**)
TRANS / A / RADOP / MS / EPIRB (Conduct/Assist EPIRB Testing-**70M**)
TRANS / A / RADOP / MS / EPIRBRV (Conduct/Assist EPIRB Registration Verification-**70N**)

RN (Radio Net 29)
TRANS / A / RADOP / RN / WATCH (**29**)

SAR (Search & Rescue 24, 25)
TRANS / A / RADOP / SAR / CALL OUT (**25**)
TRANS / A / RADOP / SAR / OPS (**24**)

EOM / C / EOM (There is no Mission or Sub Mission for an End of Mission)

Press Enter or Tab (cursor moves to Operation)

Click on the List of Values. (JInitiator users may press Ctrl & L key at same time.)

* OPERATION field
LEWCLA (Lewis & Clark) is the only selection under Operations at this time and is ONLY used if the mission is associated with the preparation for, or involvement with, the Lewis & Clark reenactment during the years of 2002-2006.

OPCON field automatically defaults to your District's identifying code and will skip this field.

Click SAVE

End of Mission (EOM) screen

Figure 48

Enter EOM Date Time and click OK

Activity Log Details tab

Figure 49

Type in location of mission

Press Enter or Tab (cursor moves to Assist)

Type in Number of assists if any

Press Enter or Tab (cursor moves to Patrol Status)

Click on arrow to right of box to select status or Type letter R for Reimbursable, N for non-reimbursable if applicable. Otherwise skip.

Press Enter or Tab (cursor moves to Waters)
Click on arrow to right of box to select status or Type letter N for Navigable, S for Sole State, or P for Private if applicable. Otherwise skip.

Click SAVE

Crew Assignments tab

Figure 50

Locate the member involved by scrolling or using the <u>Search for Member</u> or <u>Filter</u> functions.
Click once on the member in the left column involved in the mission to highlight for selection.

(Members can be sorted by clicking on the Tab above the ID numbers or Names)

Figure 51

Click ">" to move members to the right column and assign them to the mission (Do not click on the double"> >")

Click on the arrow to the right of the box of assigned member to select position Lead.

Click SAVE

INSERT TASK AND TASK CAPTURE

Approvals Tab
Is located on the tool bar at the top of the page

Click on each unapproved activity to highlight

Click on the up button located at center of screen

Use caution when entering approvals.
Once a task is approved, it will be visible on the Activity Logs screen for the next 30 days and only visible on the Approval screen for the next six months, using the 2, 4, and 6 Month Look-back buttons. Changes can only be made to Un-approved activities. When changes are required to activities no longer listed on the Approval screen, a request to un-approve the specific activity must be sent via the Parallel Staffing chain to CG Headquarters.

Mission completed

AUXDATA Curriculum

ENTERING ACTIVITIES FOR AN AIRCRAFT RESOURCE

Logon to **AUXDATA**

Activity Logs button

The Activity logs screen defaults to Unit activities.

Select **AIR Resource** by clicking on the AIR Radio button

Figure 52

Select appropriate Air facility. Use the Query Function or scroll as required.
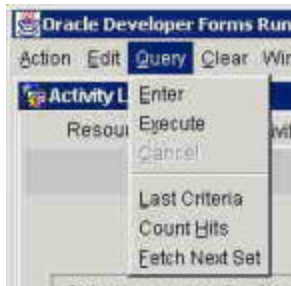
Click once on the facility involved
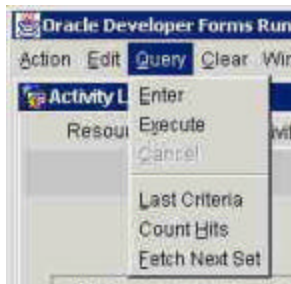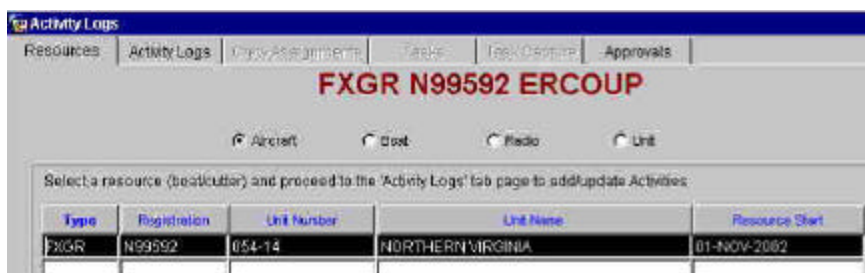
Figure 53

Activity Log tab

Figure 54

Verify facility name and registration # for accuracy

Activity Log Details tab
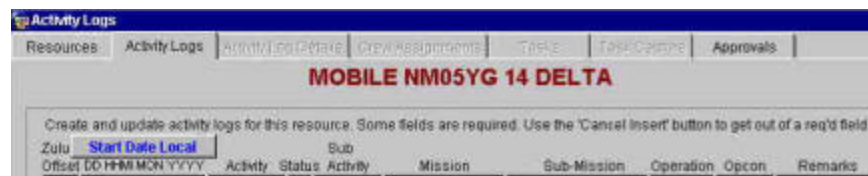
Shows the following fields
Activities, Status, Sub-activities, Mission, Sub-mission, Operation, OPCON

Enter Start time of Patrol in Day, Time, Month, Year format (12 1300 NOV 2002)

Press Enter or Tab (cursor moves to Activity)

Select correct Activities. Choices are:
ABN (Airborne), OD (On Deck), EOM (End of Mission)

Press Enter or Tab (cursor moves to Status field)

Select correct Status. Choices are:
A - Alpha status (ABN)
Bx – Bravo status (OD)
C – Charlie status (EOM)
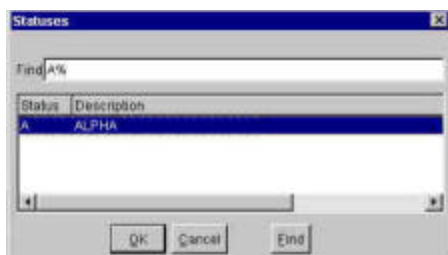
Figure 55

Press Enter or Tab (cursor moves to Sub-Activity field)

Select correct Sub-Activity. Choices are:
Used with ABN:
AIRCAR (Air Cargo), OPS (Operations), TRANSIT (Transit) and TRNG (Training)

Used with OD:
STBY (Standby) and TRNG (Training)
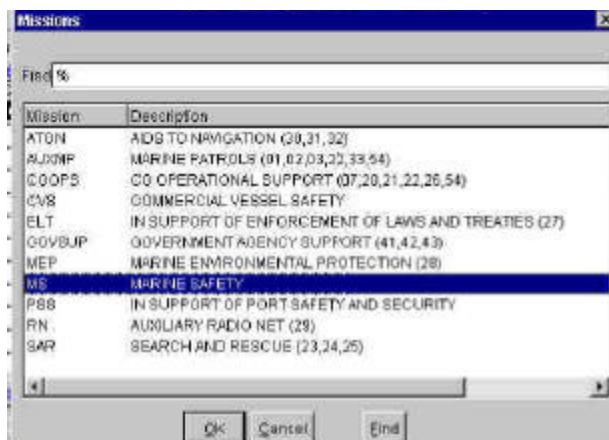
Press Enter or Tab (cursor moves to Mission field.)

Select correct Mission. Choices are:
AUXMP (Auxiliary Marine Patrol), ELT (Enforcement of Laws & Treaties), CGOPS (Coast Guard Operations), GOVSUP (Government Agency Support), MEP (Marine Environmental Protection), MS (Marine Safety), RN (Auxiliary Radio Net) and SAR (Search & Rescue)

Figure 56

Press Enter or Tab (cursor moves to Sub-Mission)

Mission/Sub-Mission Selections
The number listed in the Mission space on the ANSC 7030 form identifies the correct Sub-Mission.

AUXMP (Auxiliary Marine Patrols- 01, 02, 03, 22, 28, 54, 55)
ABN / A / OPS / AUXMP / SAFETY (Safety Patrol- **01A**)
ABN / A / OPS / AUXMP / REGATTA (Regatta Patrol- **02**)
ABN / A / OPS / AUXMP / CHART (ATON/Chart Up-Date Patrol- **03**)
ABN / A / OPS / AUXMP / TRN (Training- **22A**)
ABN / A / OPS / AUXMP / LOG (Logistics- **54A**)
ABN / A / OPS / AUXMP / AFAM (Area Familiarization- **55A**)

ELT (Enforcement of Laws and Treaties- 27) -
ABN / A / OPS / ELT / ELT (Enforcement of Laws/Treaties- **27**)

GOVSUP (Government Agency Support- 41, 42, 43) -
ABN / A / OPS / GOVSUP / FEDERAL (Federal- **41**)
ABN / A / OPS / GOVSUP / LOCAL (Local- **42**)
ABN / A / OPS / GOVSUP / STATE (State- **43**)

ICE (Ice Operations - 53) -
ABN / A / OPS / ICE / (no sub-mission- **53**)

MEP (Marine Environmental Protection- 28)
ABN / A / OPS / MEP / ABANDBARGE (Location Abandoned Barges/Vessels- **28D**)
ABN / A / OPS / MEP / DEBRIS (National Debris Monitoring Support- **28F**)
ABN / A / OPS / MEP / POLLUTIONRSP (Initial Pollution Response- **28G**)
ABN / A / OPS / MEP / POLDETECTION (Waterways Pollution Detect/Monitor- **28H**)
ABN / A / OPS / MEP / WASTE (Waste Reception Facility Monitoring Mission – **28L**)
ABN / A / OPS / MEP / ANS (ANS Mitigation Operation Support – **28R**)

MS (Marine Safety- 70)-
ABN / A / OPS / MS / HARPAT (Harbor/Anchorage Patrols- **70A**)
ABN / A / OPS / MS / SAFESEC (Safety/Security Patrols- **70B**)
ABN / A / OPS / MS / VSLVERIFVIST (Vessel Verification (HARPAT)- **70D**)
ABN / A / OPS / MS / DISASTER (Disaster Response Support- **70E**)
ABN / A / OPS / MS / WWMGMT (Waterways Management Support- **70F**)
ABN / A / OPS / MS / EPIRB (EPIRB Testing- **70M**)
ABN / A / OPS / MS / EPIRBRV (EPIRB Registration Verification- **70N**)
ABN / A / OPS / MS / PSA (Assist Port Safety Activities- **70S**)

SAR (Search and Rescue – 23, 24, 25)
ABN / A / OPS / SAR / CALL OUT (SAR Call-Out- **25**)
ABN / A / OPS / SAR / OPS (SAR- **24**)
OD / Bx / STBY / SAR / STANDBY (SAR Standby 23A=B0, 23B=B1, 23C=B2, 23D=B6, 23E=B12, 23F=B24)

Activity Log Details tab
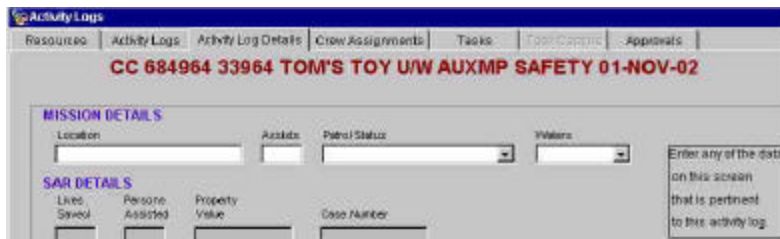
Figure 57

Type the location of the mission

Press Enter or Tab (cursor moves to Assist)

Type in Number of assists, if any
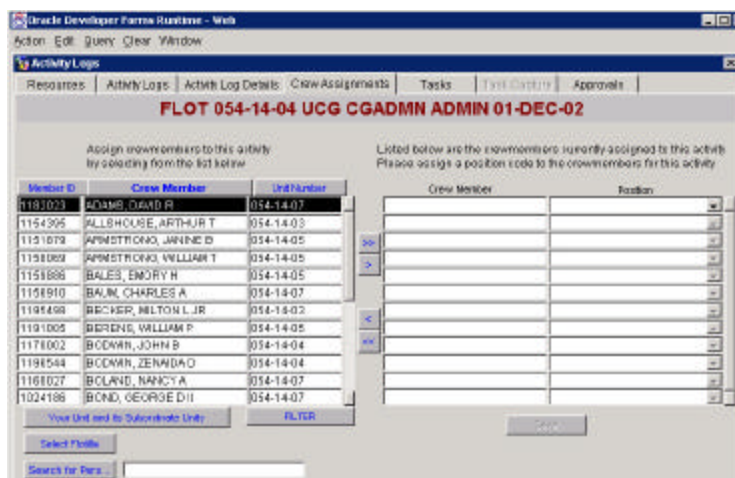
Press Enter or Tab (cursor moves to Patrol Status)

Click on arrow to right of box to select status or
Type the letter

R - Reimbursable,
N - non-reimbursable

AUXDATA Curriculum

Press Enter or Tab (cursor moves to Waters)

Click on arrow to right of box to select status or
Type the letter
N for Navigable,
S for Sole State, or
P for Private

Click SAVE

Crew Assignments tab

Figure 58

Locate the members involved by scrolling.
Click once on each participating member in the left column to highlight for selection. (Members can be sorted by clicking on the Tab above the ID numbers or Names)

(Any member in the division can be selected by typing members last name in box provided then click Search for Person)
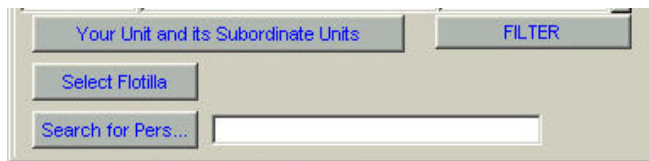
Click ">" to move members to the right column and assign them to the mission   (Do not click on the double" >>")

Click on arrow to right of box of assigned member to select position (Lead, Non-Lead or Trainee)

Click SAVE

Approvals Tab
Is located on the tool bar at the top of the page

Click on each unapproved activity to highlight

Click on the up button located at center of screen

Use caution when entering approvals.
Once a task is approved, it will be visible on the Activity Logs screen for the next 30 days and only visible on the Approval screen for the next six months, using the 2, 4, and 6 Month Look-back buttons. Changes can only be made to Un-approved activities.   When changes are required to activities no longer listed on the Approval screen, a request to un-approve the specific activity must be sent via the Parallel Staffing chain to CG Headquarters.

Mission completed

ENTERING UNIT RESOURCE ACTIVITIES

Logon to AUXDATA

Activity Logs button

The Activity logs screen defaults to **UNIT Resource**
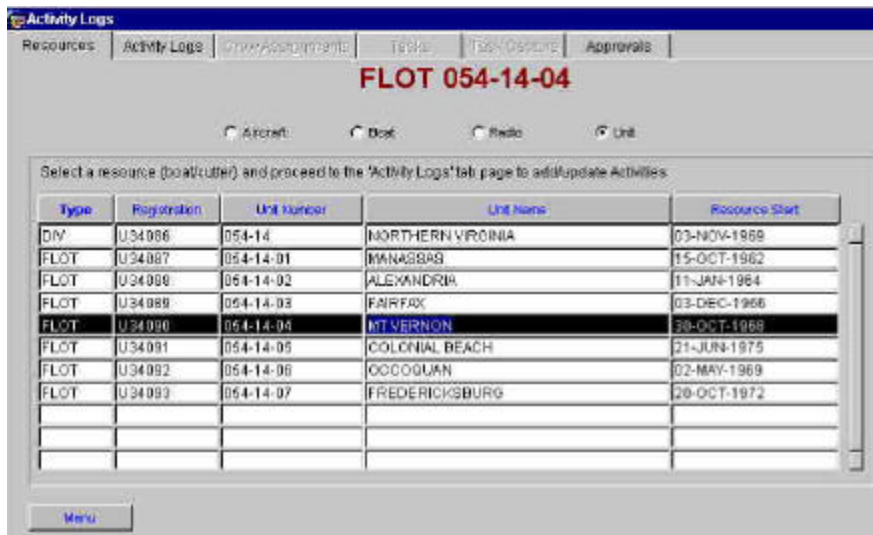
Figure 59

Select appropriate Unit from the Resource listing, click once on the Unit desired.
Verify the Unit name and # for accuracy.

Activity Log tab

Figure 60

Shows the following category fields -
Activities, Status, Sub-activities, Mission, Sub-mission, Operation, OPCON, Remarks

Enter Start time of Unit/Individual mission in Day, Time, Month, Year format (12 1300 NOV 2002)

Press Enter or Tab (cursor moves to Activity)

Click on List of Values (JInitiator users may press Ctrl & L key at same time).

Select correct Activity. Choices are:
UCG (USCG Support)
UMS (Auxiliary Support)
UPA (Auxiliary Public Affairs)
UPE (Auxiliary Public Education)
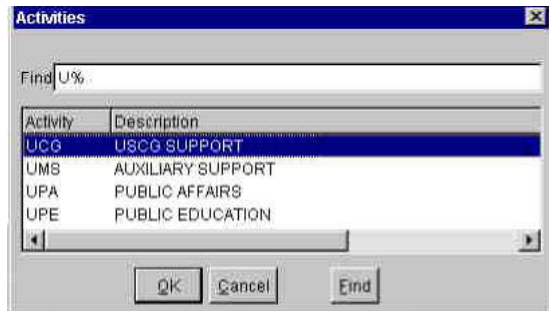
Figure 61

Press Enter or Tab (cursor moves to Status field)

Select Status "A" Alpha Status

Press Enter or Tab (cursor moves to Sub-Activity field)

Select the correct Sub-Activities using the following choices:
UPE for UPE Activity
UPA for UPA Activity
UADMS for UMS Activity
UCGOPS (CG Operational Support), or UCGADMS (CG Administrative Support) for UCG
Activity

Press Enter or Tab (cursor moves to Mission field)

Select the correct Mission using the following choices:
ATON - Aids To Navigation (30, 31, 32)
AUXADMN - Auxiliary Administrative Support (99)
CGADMN - CG Administrative Support (08, 92)
CGOPS - CG Operational Support (07, 20, 21, 22, 26 54)
CVS – Commercial Vessel Safety (80)
ELT - Enforcement of Laws and Treaties (27)
GOVSUP - Government Agency Support (41, 42, 43)
IA - International Affairs (60)
LO - Legislative Outreach (65)
MEP - Marine Environmental Protection (28)
MS - Marine Safety (70)
MT - Member Training (06)

OR - Operational Research (75)
UMDV - Marine Dealer Visits (11)

AUXDATA Curriculum

UPA - Auxiliary Public Affairs (10)
UPE - Auxiliary Public Education (04)
UREC - Recruiting Assistance (09, 90)
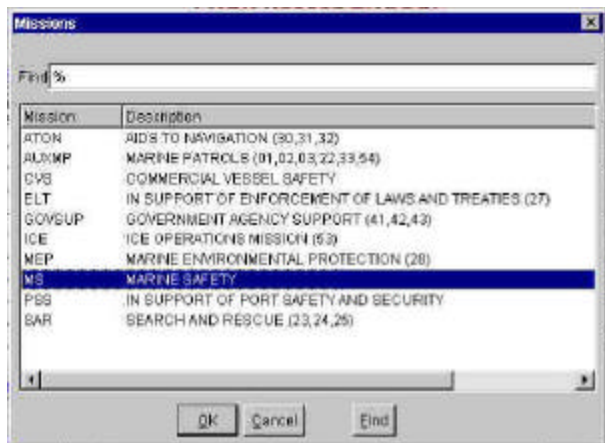VSC - Vessel Safety Check (91)

Press Enter or Tab (cursor moves to Sub-Mission field)

Mission/Sub-Mission Selections
The number listed in the Mission space on the ANSC 7030 form identifies the correct Sub-Mission.

ATON (Aids to Navigation 30, 31, 32)–
UMS / A / UADMS / ATON / FEDERAL (30)
UMS / A / UADMS / ATON / PRIVATE (31)
UMS / A / UADMS / ATON / BRIDGE (32)

AUXADMN (Aux Administrative Support 99)-
(From ANSC 7029)
UMS / A / UADMS / AUXADMN / OTHER (Auxiliary Administrative- 99)

CG Administrative Support (08, 92)
UCG / A / UCGADMS / CGADMN / ADMIN (Admin- 08)
UCG / A / UCGADMS / CGADMN / UDE (AUXDATA Data entry- 92)

CG Operational Support (07, 20, 21, 22, 26, 54, 55)
UCG / A / UCGOPS / CGOPS / WATCHSTDG (Watchstanding- 07A)
UCG / A / UCGOPS / CGOPS / QE (QE Shoreside Checks- 07B)
UCG / A / UCGOPS / CGOPS / QE UW CK (QE Underway Checks- 07C)
UCG / A / UCGOPS / CGOPS / OTH (Other Missions – 07D)
UCG / A / UCGOPS / CGOPS / RADIOWATCH (Radio Watchstander- 20B)
UCG / A / UCGOPS / CGOPS / OOD (Officer of the Day Duties- 21)
UCG / A / UCGOPS / CGOPS / TRAINING (OPS Training- 22B)
UCG / A / UCGOPS / CGOPS / INSTRUCTOR (CG Course Instructor – 22C)
UCG / A / UCGOPS / CGOPS / CREWAUG (Crew Augmentation- 26)
UCG / A / UCGOPS / CGOPS / LOG (Logistics mission - 54B)
UCG / A / UCGOPS / CGOPS / AFAM (Area Familiarization - 55B)

CVS (Commercial Vessel Safety - 80)
UCG / A / UCGOPS / CVS / OES (CFVS Outreach/Education Support, including Dockwalkers- 80A)

ELT (Enforcement of Laws and Treaties- 27)
UCG / A / UCGOPS / ELT / ELT (Enforce Laws & Treaties- 27)

GOVSUP (Government Agency Support- 41, 42, 43)
UCG / A / UCGADMS / GOVSUP / FEDERAL (Support to Federal Agencies 41)
UCG / A / UCGADMS / GOVSUP / STATE (Support to State Agencies 42)
UCG / A / UCGADMS / GOVSUP / LOCAL (Support to Local Agencies 43)

IA (International Affairs- 60A, 60B)
UCG / A / UCGADMS / IA / INTPRT (Interpreter Assistance 60A)
UCG / A / UCGADMS / IA / PARTNER (International Partnership Activities 60B)

LO (Legislative Outreach- 65A, 65B)
UCG / A / UCGADMS / LO / FEDERAL (65A)
UCG / A / UCGADMS / LO / STATE (65B)

MEP (Marine Environmental Protection- 28)
UCG / A / UCGOPS / MEP / CPS (ICS Command Post/Specific Position Support- **28A**)
UCG / A / UCGOPS / MEP / ICSCPS (ICS Command Post/Spec Position Exercise- **28B**)
UCG / A / UCGOPS / MEP / CONTPLAN (Up-Dating/Prep of Contingency Plans - **28C**)
UCG / A / UCGOPS / MEP / ABANDBARGE (Location of Abandon Barges/Vesl **28D**)
UCG / A / UCGOPS / MEP / ANSMITPAPE (Conduct ANS Mitigation PE/PA- **28E**)
UCG / A / UCGOPS / MEP / DEBRIS (National Debris Monitoring- **28F**)
UCG / A / UCGOPS / MEP / POLLUTIONRSP (Initial Pollution Response- **28G**)
UCG / A / UCGOPS / MEP / POLDETECTION (Waterway Poll Detect/Monitor- **28H**)
UCG / A / UCGOPS / MEP / POL (Landside Pollution Detection/Monitoring- **28J**)
UCG / A / UCGOPS / MEP / LOGISTICS (Logistical/Admin Facility Compliance- **28K**)
UCG / A / UCGOPS / MEP / WASTE (Waste Reception Facility Monitoring- **28L**)
UCG / A / UCGOPS / MEP / MARINA (Assist State/Fed w/Clean Marina Visits- **28M**)
UCG / A / UCGOPS / MEP / SEAPARTNER (Sea Partners Educate/PA Outreach- **28N**)
UCG / A / UCGOPS / MEP / POLLUTION (General Pollution Support – **28P**)
UCG / A / UCGOPS / MEP / ANS (ANS Mitigation Operation Support – **28R**)

MDV Marine Dealer Visits- 11) (Form ANSC 7046)
UMS / A / UADMS / UMDV / UMDV (Marine Dealer Visits- **11**)

MS (Marine Safety- 70)
UCG / A / UCGOPS / MS / HARPAT (Harbor/Anchorage Patrols- **70A**)
UCG / A / UCGOPS / MS / SAFESEC (Safety/Security Patrols- **70B**)
UCG / A / UCGOPS / MS / OTH (Other General Responses- **70C**)
UCG / A / UCGOPS / MS / VSLVERIFVIST (Vessel Verification (HARPAT)- **70D**)
UCG / A / UCGOPS / MS / DISASTER (Disaster Response Support- **70E**)
UCG / A / UCGOPS / MS / WWMGMT (Waterways Management Support- **70F**)
UCG / A / UCGOPS / MS / ACI (Assist Container Inspections- **70G**)
UCG / A / UCGOPS / MS / APSCA (Assist Port State Control Activity- **70H**)
UCG / A / UCGOPS / MS / RBS (Conduct/Assist RBS Factory Inspections/Visits- **70J**)
UCG / A / UCGOPS / MS / ADMINMS (MS/MEP Admin Support (Any level)- **70K**)
UCG / A / UCGOPS / MS / RADWATCH (MSO/MSD Radio/Phone Watch- **70L**)

UCG / A / UCGOPS / MS / EPRIB (EPIRB Testing- **70M**)
UCG / A / UCGOPS / MS / EPIRBRV (EPIRB Registration Verification- **70N**)

UCG / A / UCGOPS / MS / LSA (Life Raft Servicing Audits- **70P**)
UCG / A / UCGOPS / MS / REC (Regional Exam Center Support- **70R**)
UCG / A / UCGOPS / MS / PSA (Port Safety Activity- **70S**)
UCG / A / UCGOPS / MS / PFVERIFVIST (Port Facility Verification Visit – **70T**)

MT (Member Training- 06)
UMS / A / UADMS / MT / OPTRA (Operational Training- **06A**)
UMS / A / UADMS / MT / OTHER (Other Member Training- **06B**)

OR (Operational Research - 85)
UCG / A / UCGADMS / OR / FRONTEND (Front End Analysis- **85A**)
UCG / A / UCGADMS / OR / RESEARCH (Operational Research- **85B**)

PA (Public Affairs- 10)
UPA / A / UPA / UPA / ARTICLES   (Articles Published – **10A**)
UPA / A / UPA / UPA / LECTURES (Public Lectures –**10B**)
UPA / A / UPA / UPA / RADIOPART (Radio/TV Programs – **10C**)
UPA / A / UPA / UPA / WEB (Website Maintenance – **10D**)
UPA / A / UPA / UPA / SIGN (Signs/Banners – **10E**)
UPA / A / UPA / UPA / BOATINGFTY (Information/VSC Booths – **10F**)
UPA / A / UPA / UPA / POSTER (Posters/Fliers Distributed – **10G**)
UPA / A / UPA / UPA / DIRECTMAIL (Direct Mailings Sent – **10H**)
UPA / A / UPA / UPA / PUBLIC (Public Appearances – **10J**)
UPA / A / UPA / UPA / OTHER (Other PA Projects – **10K**)
UPA / A / UPA / UPA / PUBS (Publication Hours – **10L**)

PE (Public Education- 04)
UPE / A / UPE / UPE / ACN (Advanced Coastal Navigation – **04A**)
UPE / A / UPE / UPE / BCN (Basic Coastal Navigation – **04B**)
UPE / A / UPE / UPE / B6L (BS&S 6 Lesson Core –11th Ed. - **04C**)
UPE / A / UPE / UPE / B8L (BS&S 8 Lesson Core – 12th Ed. – **04D**)
UPE / A / UPE / UPE / B7L (BS&S 9 Lessons – **04E**)
UPE / A / UPE / UPE / B10L (BS&S 10 to 12 Lessons – **04F**)
UPE / A / UPE / UPE / B13L (BS&S 13 Lessons – **04G**)
UPE / A / UPE / UPE / BSC (Boating Safely – **04H**)
UPE / A / UPE / UPE / NBA (Nat. Board Authorized 1 Lesson Course – **04J**)
UPE / A / UPE / UPE / OWT (On the Water Training – **04K**)
UPE / A / UPE / UPE / PEABC (American Boating Course – **04L**)
UPE / A / UPE / UPE / PEBF (Boating Fun – **04M**)
UPE / A / UPE / UPE / PEGPS (Global Positioning System – **04N**)
UPE / A / UPE / UPE / PESF (Sailing Fundamentals – **04P**)
UPE / A / UPE / UPE / PEWP (Waypoints Course – **04R**)
UPE / A / UPE / UPE / PWC (Personal Watercraft Course – **04S**)
UPE / A / UPE / UPE / SAILING (Let's go Sailing – **04T**)
UPE / A / UPE / UPE / ST (State Boating Course – **04U**)

UPE / C / EOC / UPE / (Pick the specific PE course completed from ANSC 7033)

VSC (Vessel Safety Check- 91) (Form ANSC 7038)

UMS / A / UADMS / VSC / PB (Vessel Safety Checks- **91A**)
UMS / A / UADMS / VSC / FACI (Facility Inspections- **91B**)
UMS / A / UADMS / VSC / CFV (Conduct/Assist CFV Voluntary Dockside Exam- **91C**)
UMS / A / UADMS / VSC / UPV (Condt/Asst Uninspectd Passenger Vessel Exam –**91D**)
UMS / A / UADMS / VSC / TBOAT (Conduct/Assist T-Boat Inspections – **91E**)
UMS / A / UADMS / VSC / BI (Conduct/Assist Barge Inspections – **91F**)
UMS / A / UADMS / VSC / TOW (Conduct/Asst Uninspect Towing Vessel Exams **91G**)

UREC (Recruiting Assistance- 09, 90)

UCG / A / UCGADMS / UREC / AIM (Academy Introduction Mission- **09**)
UCG / A / UCGADMS / UREC / ASSIST (Recruiting Assistance Program- **90A**)
UCG / A / UCGADMS / UREC / OCS (Officer Candidate School- **90B**)
UCG / A / UCGADMS / UREC / AUXREC (Auxiliary Recruiting- **90C**)

Activity Log Details tab

Figure 62

Click SAVE

Crew Assignments tab

Figure 63

Click once on each participating member in the left column to highlight for selection.
(Members can be sorted by clicking on the Tab above the ID numbers or Names)
(Any member in the division can be selected by typing members last name in box provided then click Search for Person)
(Any member in the nation can be selected by clicking on Select Flotilla button. Following are examples of how to search for them;)
(If you know the District enter %070 brings up all flotillas in 7th District)
(If you know the Division enter %070-13 brings up all flotillas in Division 13 7th District)
(If you know the Flotilla enter %070-13-03 brings up Flotilla 03 Division 13 7th District)

Click ">" to move members to the right column and assign them to the mission   (Do not click on the double" >>")

Click on arrow to right of box of assigned member to select position (Lead, Non-Lead or Trainee)

Click SAVE

Task Tab
Assigning workshop completions

Figure 64

Using the TASK CAPTURE Screen
Entering Instructor & Duration
Using the Calendar Button
Using the Populate Buttons
Highlight the Task to "capture"
Moving members to receive Task credit.
Using SAVE button
Repeat steps "d" through "f" above for each Task

MEMBER RECORD UPDATING

From the main menu screen, Click on Member Status Button
Click on the member's flotilla   5.1
Click on **Member Tab**
To select a member, click on "Query" and "Enter."   (Query can be made on   5.2
EMPLID # or member name. Example, "1234567" or "Smith%") Click on Query and Execute
(Citrix users can also click on F8)
Click on the **Update Button**
From the Member Record screen, select each field to be updated.   5.3
Click Save
Click the "Back" or "Menu" Button to Exit

UNIT OFFICERS – UPDATING AND ENTERING CHANGES

Click Resource Status Button   1.4
Select the flotilla/unit name   6.1
Click on Officers Tab
Select Office to be updated (query can be made on Office, EMPLID #, member's name). e.g. –
"FSO-IS", "1234565", or "Smith%".
Click on the record to highlight the row
Click on the **Update Button**   6.2
Click on **List of Values**   6.3
Select the name of the new officer. Query can be made on EMPLID # (1234567%) or Member
name (%Smith)
Click **New Begin Date** window and enter starting date of the new office
**Offices that become vacant, can be updated by entering the EMPLID# -"1193028"-Vacant
Office**
Click Save
Mission Complete

PE MISSION ENTRY DIRECTIONS (CAT 04)

Select **UNIT** as type of resource
Click once on the unit involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)
Click on **Activity Log** Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)
Enter **UPE**
Press Enter or Tab (cursor moves to Status)
Enter **A**
Press Enter or Tab (cursor moves to Sub Activity)
Enter **UPE**
Press Enter or Tab (cursor moves to Mission)
Enter **UPE**
Press Enter or Tab (cursor moves to Sub Mission)
Click on List of Values or hold Ctrl & L key at same time
Click on the applicable Course Code
Click on SAVE

Click on Activity Log Details Tab
Click on "Hours Window" and enter hours spent conducting the PE session
(Prep & travel must be reported on form ANSC 7029)
Click SAVE

Click on Crew Assignments Tab
Click once on each member in the left column involved in the mission to highlight for selection.
(Members can be sorted by clicking on the Tab above the ID numbers or Names)
(Any member in the district can be selected by typing members last name in box provided then click Search for Person)
Click > to move members to the right column and assign them to the mission (Do not click on the double >)
Click on arrow to right of box of assigned member to select position of LEAD for the Instructor, NON-LEAD for the assistants or TRAINEE for members rualifying or re-qualifying
Click SAVE
Mission Complete
To End The Course – UPE / A / EOC / UPE / (Pick specific PE course completed)

VE MISSION ENTRY DIRECTIONS (CAT 91)

Select **UNIT** as type of resource
Click once on the unit involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)
Click on **Activity Log** Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)

AUXDATA Curriculum

Enter **UMS**
Press Enter or Tab (cursor moves to Status)
Enter **A** (Alpha Status)
Press Enter or Tab (cursor moves to Sub Activity)
Enter **UADMS**
Press Enter or Tab (cursor moves to Mission)
Enter **VE**
Press Enter or Tab (cursor moves to Sub Mission)
Enter **VSC**
Click SAVE

Click on Activity Log Details Tab
Click on "Number of Exams Given" window and enter the number of exams given. Click on
"Number of Exams Passed" window and enter the number of exams passed. Click on "Length of
Time" window and enter the number of hours spent conducting the PE session (prep & travel
must be reported on 7029)
Click SAVE

Click on Crew Assignments Tab
Click once on each member in the left column involved in the mission to highlight for selection
(Members can be sorted by clicking on the Tab above the ID numbers or Names)
(Any member in the district can be selected by typing members last name in box provided then
click Search for Person)
Click > to move members to the right column and assign them to the mission
        (Do not click on the double >)
Click on arrow to right of box of assigned member to select position of Lead or Trainee
Click SAVE
Mission completed

PA MISSION ENTRY DIRECTIONS (CAT 10)

Select **UNIT** as type of resource
Click once on the unit involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)
Click on **Activity Log** Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)
Enter **UPA**
Press Enter or Tab (cursor moves to Status)
Enter **A**
Press Enter or Tab (cursor moves to Sub Activity)
Enter **UPA**
Press Enter or Tab (cursor moves to Mission)
Enter **UPA**
Press Enter or Tab (cursor moves to Sub Mission)
Click on List of Values or hold Ctrl & L key at same time
(Select appropriate sub- mission type)
Click SAVE

Click on Activity Log Details Tab
Click on the "Length of Time" window and type in the hours spent on the mission & PA details.
(Prep & travel must be reported on ANSC 7029)
Click SAVE

Click on Crew Assignments Tab
Click once on each member in the left column involved in the mission to highlight for selection
(Members can be sorted by clicking on the Tab above the ID numbers or Names)
(Any member in the district can be selected by typing members last name in box provided then click Search for Person)
Click > to move members to the right column and assign them to the mission (Do not click on the double >)
Click on arrow to right of box of assigned member to select position Lead or Non-Lead
Click SAVE
Mission complete

MDV MISSION ENTRY DIRECTIONS (CAT 11)

Select **UNIT** as type of resource
Click once on the unit involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)
Click on **Activity Log** Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)
Enter **UMS**
Press Enter or Tab (cursor moves to Status)
Enter **A**
Press Enter or Tab (cursor moves to Sub Activity)
Enter **UADMS**
Press Enter or Tab (cursor moves to Mission)
Enter **UMDV**
Press Enter or Tab (cursor moves to Sub Mission)
Enter **UMDV**
Click SAVE

Click on Activity Log Details Tab
Click on the "Number of Visits/Inspections" window and type in # of MD Visits.
Click on the "Length of Time" window and enter hours spent. (prep & travel report on 7029)
Click SAVE

Click on Crew Assignments Tab
Click once on each member in the left column involved in the mission to highlight for selection
(Members can be sorted by clicking on the Tab above the ID numbers or Names)
(Any member in the district can be selected by typing members last name in box provided then click Search for Person)
Click > to move members to the right column and assign them to the mission (Do not click on the double >)
Click on arrow to right of box of assigned member to select position, Lead or Trainee
Click SAVE
Mission complete

RADIO NET DRILL ENTRY DIRECTIONS (CAT 29)

Select **RADIO** as type of resource

Click once on the unit involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)
Click on Activity Log Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)
Enter **TRANS**
Press Enter or Tab (cursor moves to Status)
Enter **A**
Press Enter or Tab (cursor moves to Sub Activity)
Enter **RADOP**
Press Enter or Tab (cursor moves to Mission)
Enter **RN**
Press Enter or Tab (cursor moves to Sub Mission)
Enter **WATCH**
Press Enter or Tab (cursor moves to Operation)
Click SAVE
Enter the End of Mission date/time/month/year on the EOM screen
Click SAVE

Click on Activity Log Details Tab
Type in Mission Details information
Click SAVE

Click on Crew Assignments Tab
Click once on each member in the left column involved in the mission to highlight for selection
(Members can be sorted by clicking on the Tab above the ID numbers or Names)
(Any member in the district can be selected by typing members last name in box provided then click Search for Person)
Click > to move members to the right column and assign them to the mission
    (Do not click on the double >)
Click on arrow to right of box of assigned member to select position, Lead
Click SAVE
Mission complete

RADIO WATCHSTANDER ENTRY DIRECTIONS
(Cat 07, 20, 21, 22, 23, 24, 25, 26, 27, 28, 31, 41, 42, 43, 54, 70, 80, 85)

Select **RADIO** as type of resource

Click once on the facility involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)

Click on Activity Log Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)
Enter **TRANS**
Press Enter or Tab (cursor moves to Status)
Enter **A**
Press Enter or Tab (cursor moves to Sub Activity)
Enter **RADOP**
Press Enter or Tab (cursor moves to Mission)
Enter the appropriate Mission from the List of Values pop-down window
Press Enter or Tab (cursor moves to Sub Mission)
Enter the appropriate Sub-Mission from the List of Values pop-down window Press Click SAVE

Click on Activity Log Details Tab
Type in Mission Details information
Click SAVE

Click on Crew Assignments Tab
Click once on each member in the left column involved in the mission to highlight for selection
(Members can be sorted by clicking on the Tab above the ID numbers or Names)
(Any member in the district can be selected by typing members last name in box provided then
click Search for Person)
Click > to move members to the right column and assign them to the mission
        (Do not click on the double >)
Click on arrow to right of box of assigned member to select position Lead
Click SAVE
Mission complete

MEMBER ACTIVITY LOG ENTRY DIRECTIONS (CAT 99)

Select **UNIT** as type of resource

Click once on the unit involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)

Click on Activity Log Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)
Enter **UMS**
Press Enter or Tab (cursor moves to Status)
Enter **A**
Press Enter or Tab (cursor moves to Sub Activity)
Enter **UDAMS**
Press Enter or Tab (cursor moves to Mission)
Enter AUXADMN
Press Enter or Tab (cursor moves to Sub Mission)
Enter **OTHER**
Click SAVE

Click on Activity Log Details Tab
Enter in Mission Details information
Click SAVE

Click on Crew Assignments Tab
Click once on the member in the left column involved in the mission to highlight for selection
(Members can be sorted by clicking on the Tab above the ID numbers or Names)
(Any member in the district can be selected by typing members last name in box provided and
typing the members Last Name then click Search for Person)
Click > to move members to the right column and assign them to the mission
        (Do not click on the double >)
Click on arrow to right of box of assigned member to select position Lead
Click SAVE
Mission complete

AIM MISSION ENTRY DIRECTIONS (CAT 09)

Select **UNIT** as type of resource

Click once on the unit involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)
Click on Activity Log Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)
Enter **UCG**
Enter or Tab (cursor moves to Status)
Enter **A**
Press Enter or Tab (cursor moves to Sub Activity)
Enter **UCGADMS**
Press Enter or Tab (cursor moves to Mission)
Enter **UREC**
Press Enter or Tab (cursor moves to Sub Mission)
Enter **AIM**
Click SAVE
Click on Activity Log Details Tab
Click on the "Length of Time" window and enter hours spent. (prep & travel report on 7029)
Click SAVE

Click on Crew Assignments Tab
Click once on the member in the left column involved in the mission to highlight for selection
(Members can be sorted by clicking on the Tab above the ID numbers or Names)
(Any member in the district can be selected by typing members last name in box provided and typing the members Last Name then click Search for Person)
Click > to move members to the right column and assign them to the mission
        (Do not click on the double >)
Click on arrow to right of box of assigned member to select position, Lead or Non-Lead
Click SAVE
Mission complete

AUXDATA DATA ENTRY DIRECTIONS (CAT 92)

Select **UNIT** as type of resource

Click once on the unit involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)

Click on Activity Log Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)
Enter **UCG**
Press Enter or Tab (cursor moves to Status)
Enter **A**
Press Enter or Tab (cursor moves to Sub Activity)
Enter **UCGADMS**
Press Enter or Tab (cursor moves to Mission)
Enter **CGADMN**
Press Enter or Tab (cursor moves to Sub Mission)
Enter **UDE**
Click SAVE

Click on Activity Log Details Tab
Click on the "Length of Time" window and enter hours spent.
Click SAVE

Click on Crew Assignments Tab
Click once on the member in the left column involved in the mission to highlight for selection
Click > to move members to the right column and assign them to the mission
        (Do not click on the double >)
Click on arrow to right of box of assigned member to select position, Lead.
Click SAVE
Mission complete

MEP MISSION ENTRY DIRECTIONS (CAT 28)

Select **UNIT** as type of resource

Click once on the unit involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)

Click on Activity Log Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)
Enter **UCG**
Press Enter or Tab (cursor moves to Status)
Enter **A**
Press Enter or Tab (cursor moves to Sub Activity)
Enter **UCGOPS**
Press Enter or Tab (cursor moves to Mission)
Enter **MEP**
Press Enter or Tab (cursor moves to Sub Mission)
Enter the appropriate Sub-Mission from the List of Values pop-down window
Click SAVE

Click on Activity Log Details Tab
Click on the "Length of Time" window and enter the hours spent on mission. (prep & travel report on 7029)
Click SAVE

Click on Crew Assignments Tab
Click once on the member in the left column involved in the mission to highlight for selection
Click > to move members to the right column and assign them to the mission
        (Do not click on the double >)
Click on arrow to right of box of assigned member to select position, Lead, Non-Lead or Trainee
Click SAVE
Mission complete

MEMBER TRAINING ENTRY DIRECTIONS (CAT 06)

Select **UNIT** as type of resource

Click once on the unit involved in the mission to highlight
(List can be sorted by clicking on Type, Registration, Unit Number or Unit Name)

Click on Activity Log Tab
Enter Start time of Mission date/time/month/year
Press Enter or Tab (cursor moves to Activity)
Enter **UMS**
Press Enter or Tab (cursor moves to Status)
Enter **A**
Press Enter or Tab (cursor moves to Sub Activity)
Enter **UDAMS**
Press Enter or Tab (cursor moves to Mission)
Enter **MT**
Press Enter or Tab (cursor moves to Sub Mission)
Enter the appropriate Sub-Mission from the List of Values pop-down window
Click SAVE

Click on Activity Log Details Tab
Click on the "Length of Time" window and enter the hours spent on mission. (prep & travel report on 7029)
Click SAVE

Click on Crew Assignments Tab
Click once on the member in the left column involved in the mission to highlight for selection
Click > to move members to the right column and assign them to the mission
        (Do not click on the double >)
Click on arrow to right of box of assigned member to select position Lead, Non Lead or Trainee
Click SAVE
Mission complete

EXCEPTIONS
MIXED HOURS -
Auxdata does not have the capability to process members participating in a mission with varying hours. Example, the submission of a PE mission where the instructor and one aide stay for 2 hours and one aide stays for only 1 hour.
Solution - Enter one mission for the two members with 2 hours each and a separate mission for the member with only 1 hour. The same procedure would apply to a patrol or PA mission with members having varying hours.

MDV

It will no longer be necessary to enter each visit as a separate mission. The mission details will allow the entry of multiple MDV's per day or per report date.

PREPARATION

Tips to streamline the data entry process –

Sort all forms to be entered during a session grouped in resource order (air, boat, radio or unit)
Unit/Individual resources should be grouped in flotilla order.
After completion, stamp each form with the date the mission was entered.
There is no need to approve entries at the end of each entry session. Data is automatically credited to members and is reflected in all reports with or without approval.
Develop some double-check procedures to check for accuracy.

The Activity, Status, Sub Activity, Mission and Sub Mission entry
Required for each "Mission Category" entered on the ANSC 7030 Form
For an **AIRCRAFT** Resource

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
01A	ABN	A	OPS	AUXMP	SAFETY
02	ABN	A	OPS	AUXMP	REGATTA
03	ABN	A	OPS	AUXMP	CHART
22A	ABN	A	OPS	AUXMP	TRN
23*	OD	B*	STBY	SAR	STANDBY

*(23A = B0, 23B = B1, 23C = B2, 23D = B6, 23E = B12, 23F = B24)

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
24	ABN	A	OPS	SAR	OPS
25	ABN	A	OPS	SAR	CALL OUT
27	ABN	A	OPS	ELT	ELT
28D	ABN	A	OPS	MEP	ABANDBARGE
28F	ABN	A	OPS	MEP	DEBRIS
28G	ABN	A	OPS	MEP	POLLUTIONRSP
28H	ABN	A	OPS	MEP	POLDETECTION
28L	ABN	A	OPS	MEP	WASTE
28R	ABN	A	OPS	MEP	ANS
41	ABN	A	OPS	GOVSUP	FEDERAL
42	ABN	A	OPS	GOVSUP	STATE
43	ABN	A	OPS	GOVSUP	LOCAL
53	ABN	A	OPS	ICE	ICE
54A	ABN	A	OPS	AUXMP	LOG
55A	ABN	A	OPS	AUXMP	AFAM
70A	ABN	A	OPS	MS	HARPAT
70B	ABN	A	OPS	MS	SAFESEC
70D	ABN	A	OPS	MS	VSLVERIFVIST
70E	ABN	A	OPS	MS	DISASTER
70F	ABN	A	OPS	MS	WWMGMT
70M	ABN	A	OPS	MS	EPIRB
70N	ABN	A	OPS	MS	EPIRBRV
70S	ABN	A	OPS	MS	PSA

NOTE	EOM	C	EOM	(The End of Mission Entry)	

The Activity, Status, Sub Activity, Mission and Sub Mission entry
Required for each "Mission Category" entered on the ANSC 7030 Form
For a **BOAT** Resource

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
01A	U/W	A	OPS	AUXMP	SAFETY
01B	TRAILER	A	TRANSIT	Enter the Mission and Sub Mission For which the Boat was Trailered	
02	U/W	A	OPS	AUXMP	REGATTA
03	U/W	A	OPS	AUXMP	CHART
22A	U/W	A	OPS	AUXMP	TRN
23*	IP	B*	STBY	SAR	STANDBY

*(23A = B0, 23B = B1, 23C = B2, 23D = B6, 23E = B12, 23F = B24)

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
24	U/W	A	OPS	SAR	OPS
25	U/W	A	OPS	SAR	CALL OUT
27	U/W	A	OPS	ELT	ELT
28D	U/W	A	OPS	MEP	ABANDBARGE
28F	U/W	A	OPS	MEP	DEBRIS
28G	U/W	A	OPS	MEP	POLLUTIONRSP
28H	U/W	A	OPS	MEP	POLDETECTION
28L	U/W	A	OPS	MEP	WASTE
28M	U/W	A	OPS	MEP	MARINA
28R	U/W	A	OPS	MEP	ANS
41	U/W	A	OPS	GOVSUP	FEDERAL
42	U/W	A	OPS	GOVSUP	STATE
43	U/W	A	OPS	GOVSUP	LOCAL
54A	U/W	A	OPS	AUXMP	LOG
55A	U/W	A	OPS	AUXMP	AFAM
70A	U/W	A	OPS	MS	HARPAT
70B	U/W	A	OPS	MS	SAFESEC
70D	U/W	A	OPS	MS	VSLVERIFVIST
70E	U/W	A	OPS	MS	DISASTER
70F	U/W	A	OPS	MS	WWMGMT
70M	U/W	A	OPS	MS	EPIRB
70N	U/W	A	OPS	MS	EPIRBRV
70S	U/W	A	OPS	MS	PSA
NOTE	EOM	C	EOM	(The End of Mission entry)	

AUXDATA Curriculum

The Activity, Status, Sub Activity, Mission and Sub Mission entry
Required for each "Mission Category" entered on the ANSC 7030 Form
For a **RADIO** Resource

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
01A	TRANS	A	RADOP	AUXMP	RADIO
02	TRANS	A	RADOP	AUXMP	RADIO
03	TRANS	A	RADOP	AUXMP	RADIO
07D	TRANS	A	RADOP	CGOPS	OTH
20A	TRANS	A	RADOP	AUXMP	RADIO
22B	TRANS	A	RADOP	CGOPS	TRN
24	TRANS	A	RADOP	SAR	OPS
25	TRANS	A	RADOP	SAR	CALL OUT
27	TRANS	A	RADOP	ELT	ELT
28D	TRANS	A	RADOP	MEP	ABANDBARGE
28F	TRANS	A	RADOP	MEP	DEBRIS
28G	TRANS	A	RADOP	MEP	POLLUTIONRSP
28H	TRANS	A	RADOP	MEP	POLDETECTION
28L	TRANS	A	RADOP	MEP	WASTE
28R	TRANS	A	RADOP	MEP	ANS
29	TRANS	A	RADOP	RN	WATCH
41	TRANS	A	RADOP	GOVSUP	FEDERAL
42	TRANS	A	RADOP	GOVSUP	STATE
43	TRANS	A	RADOP	GOVSUP	LOCAL
54B	TRANS	A	RADOP	CGOPS	LOG
55B	TRANS	A	RADOP	CGOPS	AFAM
70E	TRANS	A	RADOP	MS	DISASTER
70F	TRANS	A	RADOP	MS	WWNGMT
70M	TRANS	A	RADOP	MS	EPIRB
70N	TRANS	A	RADOP	MS	EPIRBRV
NOTE	EOM	A	EOM	(The End of Mission entry.)	

The Activity, Status, Sub Activity, Mission and Sub Mission entry
Required for each "Mission Category" entered on the ANSC 7030 Form
For a **UNIT** Resource

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
04A	UPE	A	UPE	UPE	ACN
04B	UPE	A	UPE	UPE	BCN
04C	UPE	A	UPE	UPE	B6L
04D	UPE	A	UPE	UPE	B8L
04E	UPE	A	UPE	UPE	B7L
04F	UPE	A	UPE	UPE	B10L
04G	UPE	A	UPE	UPE	B13L
04H	UPE	A	UPE	UPE	BSC
04J	UPE	A	UPE	UPE	NBA
04K	UPE	A	UPE	UPE	OWT
04L	UPE	A	UPE	UPE	PEABC
04M	UPE	A	UPE	UPE	PEBF
04N	UPE	A	UPE	UPE	PEGPS
04P	UPE	A	UPE	UPE	PESF
04R	UPE	A	UPE	UPE	PEWP
04S	UPE	A	UPE	UPE	PWC
04T	UPE	A	UPE	UPE	SAILING
04U	UPE	A	UPE	UPE	ST
					(For a Course completion, the designa-)
NOTE entered)	UPE	A	EOC	UPE	(tion of the course completed is
06A	UMS	A	UADMS	MT	OPTRA
06B	UMS	A	UADMS	MT	OTHER
07A	UCG	A	UCGOPS	CGOPS	WATCHSTDG
07B	UCG	A	UCGOPS	CGOPS	QE
07C	UCG	A	UCGOPS	CGOPS	QE UW CK
07D	UCG	A	UCGOPS	CGOPS	OTH
08	UCG	A	UCGADMS	CGADMN	ADMIN
09	UCG	A	UCGADMS	UREC	AIM
10A	UPA	A	UPA	UPA	ARTICLES
10B	UPA	A	UPA	UPA	LECTURES
10C	UPA	A	UPA	UPA	PART
10D	UPA	A	UPA	UPA	WEB
10E	UPA	A	UPA	UPA	SIGN
10F	UPA	A	UPA	UPA	INGFTY
10G	UPA	A	UPA	UPA	POSTER

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10H	UPA	A	UPA	UPA	DIRECTMAIL
10J	UPA	A	UPA	UPA	PUBLIC

AUXDATA Curriculum

The Activity, Status, Sub Activity, Mission and Sub Mission entry
Required for each "Mission Category" entered on the ANSC 7030 Form
For a **UNIT** Resource

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
10K	UPA	A	UPA	UPA	OTHER
10L	UPA	A	UPA	UPA	PUBS
20B	UCG	A	UCGOPS	CGOPS	WATCH
21	UCG	A	UCGOPS	CGOPS	OOD
22B	UCG	A	UCGOPS	CGOPS	TRAINING
22C	UCG	A	UCGOPS	CGOPS	INSTRUCTOR
26	UCG	A	UCGOPS	CGOPS	CREWAUG
27	UCG	A	UCGOPS	ELT	ELT
28A	UCG	A	UCGOPS	MEP	CPS
28B	UCG	A	UCGOPS	MEP	ICSCPS
28C	UCG	A	UCGOPS	MEP	CONTPLAN
28D	UCG	A	UCGOPS	MEP	ABANDBARGE
28E	UCG	A	UCGOPS	MEP	ANSMITPAPE
28F	UCG	A	UCGOPS	MEP	DEBRIS
28G	UCG	A	UCGOPS	MEP	POLLUTIONRSP
28H	UCG	A	UCGOPS	MEP	POLDETECTION
28J	UCG	A	UCGOPS	MEP	POL
28K	UCG	A	UCGOPS	MEP	LOGISTICS
28L	UCG	A	UCGOPS	MEP	WASTE
28M	UCG	A	UCGOPS	MEP	MARINA
28N	UCG	A	UCGOPS	MEP	SEAPARTNER
28P	UCG	A	UCGOPS	MEP	POLLUTION
28R	UCG	A	UCGOPS	MEP	ANS
30	UCG	A	UCGOPS	ATON	FEDERAL
31	UCG	A	UCGOPS	ATON	PRIVATE
32	UCG	A	UCGOPS	ATON	BRIDGE
41	UCG	A	UCGADMS	GOVSUP	FEDERAL
42	UCG	A	UCGADMS	GOVSUP	STATE
43	UCG	A	UCGADMS	GOVSUP	LOCAL
54B	UCG	A	UCGOPS	CGOPS	LOG
55B	UCG	A	UCGOPS	CGOPS	AFAM
60A	UCG	A	UCGADMS	IA	INTPRT
60B	UCG	A	UCGADMS	IA	PARTNER

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The Activity, Status, Sub Activity, Mission and Sub Mission entry
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For a **UNIT** Resource

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
65A	UCG	A	UCGADMS	LO	FEDERAL
65B	UCG	A	UCGADMS	LO	STATE
70A	UCG	A	UCGOPS	MS	HARPAT
70B	UCG	A	UCGOPS	MS	SAFESEC
70C	UCG	A	UCGOPS	MS	OTH
70D	UCG	A	UCGOPS	MS	VSLVERIFVIST
70E	UCG	A	UCGOPS	MS	DISASTER
70F	UCG	A	UCGOPS	MS	WWMGMT
70G	UCG	A	UCGOPS	MS	ACI
70H	UCG	A	UCGOPS	MS	APSCA
70J	UCG	A	UCGOPS	MS	RBS
70K	UCG	A	UCGOPS	MS	ADMINMS
70L	UCG	A	UCGOPS	MS	RADWATCH
70M	UCG	A	UCGOPS	MS	EPIEB
70N	UCG	A	UCGOPS	MS	EPIRBRV
70P	UCG	A	UCGOPS	MS	LSA
70R	UCG	A	UCGOPS	MS	REC
70S	UCG	A	UCGOPS	MS	PSA
70T	UCG	A	UCGOPS	MS	PFVERIFVISIT
80A	UCG	A	UCGOPS	CVS	CVSOUTED
85A	UCG	A	UCGADMS	OR	FRONTEND
85B	UCG	A	UCGADMS	OR	RESEARCH
90A	UCG	A	UCGADMS	UREC	ASSIST
90B	UCG	A	UCGADMS	UREC	OCS
90C	UCG	A	UCGADMS	UREC	AUXREC
92	UCG	A	UCGADMS	CGADM	UDE

The Activity, Status, Sub Activity, Mission and Sub Mission entry
Required for each "Mission Category" entered on the ANSC 7046 Form
For a **UNIT** Resource

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
11	UMS	A	UADMS	UMDV	UMDV

The Activity, Status, Sub Activity, Mission and Sub Mission entry
Required for each "Mission Category" entered on the ANSC 7038 Form
For a **UNIT** Resource

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
91A	UMS	A	UADMS	VSC	PB
91B	UMS	A	UADMS	VSC	FACI
91C	UMS	A	UADMS	VSC	CFV
91D	UMS	A	UADMS	VSC	UPV
91E	UMS	A	UADMS	VSC	TBOAT
91F	UMS	A	UADMS	VSC	BI
91G	UMS	A	UADMS	VSC	TOW

The Activity, Status, Sub Activity, Mission and Sub Mission entry
Required for each "Mission Category" entered on the ANSC 7029 Form
For a **UNIT** Resource

Mission Category	Activity	Status	Sub Activity	Mission	Sub Mission
99	UMS	A	UADMS	AUXADMN	OTHER

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